

IT Advisory Group Meeting

June 5, 2019

10:00 am

McDowell Technical Community College

Jessica Bullock called the meeting to order. She welcomed everyone who was able to attend. A quorum was present.

Members Present:

Stacy Buff, McDowell Technical Community College
Greg Minton, Wilkes Community College
Amy Snider-Wells, Guilford Technical Community College
Elizabeth D. Parton, Waynesville Police Department
Patricia Brown, Central Piedmont Community College

Members Absent:

Kathleen Johnson, Bridgeton Police Department
Michael Lamonds, Office of Staff Development
Jeffrey Robinson, Wake Technical Community College

Guest:

Allen Moore, McDowell Technical Community College

Staff Present:

Jessica Bullock, N.C. Justice Academy
Becky Peterson, N.C. Justice Academy

Old Business / Approval of Minutes:

Members were provided with a copy of the minutes from the February 28, 2019, for review. Minutes were approved. Pat Brown motioned to approve the minutes. Motion seconded by Greg Minton. Motion carried with no opposition.

Next Meeting Dates:

August 28 – School Directors Conference (Greensboro) in the evening, immediately following the conference.

November 14 @ 10am – Wake Technical Community College

New Business:

Jessica stated that changes would be made in the Instructor Advisory group. Daren Poe exceeded the number of absences, so he has been removed from the group. Jessica asked for suggestions from the group for a new potential member. Amy suggested someone from the east, possibly Wayne Coats. Another suggestion was someone from Pitt Community College. Amy said she would talk with the 3 suggested people from Pitt. She will send out an email.

Frank (Martin) Hicks has resigned from the IT Advisory Group. Jessica read his resignation letter to the group. Someone had reached out to Jessica who is interested in serving with the group, but the names just needs to be approved by the NCJA Director.

Revisions

Jessica stated that some members have worked on their revisions, and others have not.

The ADA Accommodation Form is in your packet. It was suggested by a school director to require agencies to sign-off on it. Amy suggested that the ADA form be added as part of the application in case there is a true need that might take time to be resolved. This would also make sure the agency has to look at it since it is part of the application form. This is to protect the schools, so the wording and the course management guide would need to change. Everyone was able to review the ADA form. Motion on the floor: To include the ADA form into the General Instructor Application Packet. Stacy Buff motioned. Dee Parton seconded. Motion carried.

Administrative Code Revision

It is hard for some schools to meet the minimum number of hours since it is dependent upon the total number of students. Some classes may run longer, and some run shorter. Greg suggested not having a set time frame. Jessica stated that the idea behind this thought process is to mirror SMI and they would follow the course management guide. It helps us to have more ability to make timing changes without having to go and get such a change approved each time.

Stacy stated he likes how Jessica has set everything up. They have to follow the course management guide and this gives us more flexibility. Jessica said we should add a line stating that we adhere to the course management guide. Elizabeth suggested using credits vs hours. Motion on floor: Refer to the course management guide concerning minimum number of hours. Stacy motioned. Pat Brown seconded. Motion carried with no opposition.

Course Management Guide

Jessica stated that there are minor changes to be made such as changing the dates in a few places. We need to be grammatically correct. The Advisory Committee has been changed to the Advisory Group. The URL has been changed to an accurate URL. We encouraged visitors to attend meetings. There are changes in the ADA section as well as the Planning & Coordination section. BLET says their request for the accommodation form has to be submitted at least 4 weeks in advance. With Instructor Training, most of the time the accommodations are dealing with extended time requests for the test. For example, a student needed accommodations for a retest, for something he was diagnosed with 15 years previously.

The request for Accommodation must be included with the Instructor Training Applicant Worksheet. If an accommodation has been requested, then the School Director must forward all formal documentation provided by the student to the NC Criminal Justice Standards Division.

Stacy will update the IT group when he completes revisions for the Audio Visual (AVA).

Posttest and pretest are on a compact disc (cd). When changes are being made, then a cd has to be remade. So it was suggested to have a FTP site only given out to school directors, with everything for them on one site protected with a password.

An additional suggestion is to change the pretest and post-test from 69 to 100 questions. The state exam is 100 questions, so we should be consistent. It is recommended for students to pass post-test prior to taking the state exam.

We need more platform teaching. We need more personal interaction. Stacy shared copies of his "Rules & Regulations" manual with the group (Booklet). Stacy said he could email the group an electronic copy if you would like one.

Modules

It is suggested that NCJA approved ran class run thru a community college. Microsoft Word & PowerPoint classes are offered at various community colleges. These are both required by DPS. These courses need to be offered so it is standardized format. With an online course there will be required homework. This all will require a rule change, so it will need to go before the E&T committee. It was suggested that they provide proof of completion as required.

Send out an advance notice of changes for these requirements for the Word and PowerPoint 6-hour course. Jessica will talk to Trevor about sending out a letter via Michelle Schilling about changes. She will also talk to Michelle about being put on the agenda at School Directors conference in August.

It was suggested to have a meeting like they do for Train the Trainer, so everyone can be together, skype in if needed. They might want to bring their Q&As and other instructors that they heavily rely on for feedback.

Number of Trainees vs Number of Hours

Jessica based these hours based on the presentation times and feedback. This is a team effort and learning process for everyone in the class, so all students need to be required to remain in the class while others are doing their presentations. The entire course must be attended to receive credit.

Greg suggested to make all forms fillable. Course delivery must not exceed 15 days.

Topic Areas

Tony said Professional Resources block would be a good online option. Jeff stated that CJ Leadership would be good to add online. Liabilities & Legal Responsibilities would be good online option. These suggestions need to have good clear examples with these blocks. That would be 10 hours opened up for more in class activities by putting these three blocks online.

Orientation and Pre-test needs to be increased to **4** hours from 3.

Instructional Systems Design up to **8** hours from 6.

Adult Learning could be reduced to **4** from 6 hours.

Instructional Styles & Platform Skills increase up to **8** hours from 5 hours.

Classroom Management up to **4** hours from 3.

Active Learning: Demo & Practical Exercises up to **8** hours from 6 hours.

The Evaluation Process of Learning up to **5** from 4.

AV Aides up to **6** from 4 hours.

Course closing and Post-test could be added up to **4** hours from 2.

Stacy said that he is revising AV Aides. Amy suggested putting students in groups of 2 that have to work together and then make a presentation.

Total would go to **80** rather than 78.

An 8-minute Criminal Justice Standards approved ISD model lesson plan that has been approved by NC DOJ. This would allow students to present a topic on something besides just a BLET topic such as an In-service topic.

Ratio

Jessica suggested eight minute presentation ratio changing 1 instructor per 18 students. This was the previous ratio for the eight minute presentations.

It was suggested to change the 35-minute presentation ratio to 1 instructor per 9 students.

70-minute presentation ratio would need to remain 1 instructor per 6 students.

Evaluation Process – The forms were the major changes. Greg made changes as we discussed the changes as we went along. He will make his forms fillable and convert it to a pdf. Greg asked for everyone to email him any practical suggestions to be added. Jessica suggested to add thought provoking questions such as

“What one person makes you unhappy?” He needs to have the revisions to Jessica one month prior to the E&T meeting so she can send it up the chain.

Lesson Plan Development & Formatting – Amy asked to add back the Instructor notes in this block possibly around page 17. She said those were actual instructor notes and were examples for the students.

Orientation & Pretest Adult learning – Amy has revised this section and wants to remove the flip chart as training aids. She said if we do then we need to remove the reference in the outline as well. Amy said we need to add information to the slide presentation. She wants to remove the silly animations but keep the information as it is very relevant. Amy will come up with 31 questions and then send them out to the Instructor Advisory Group for consideration in the Orientation block.

Jessica asked that the IT Advisory Group to come up with six questions per block that they were assigned to revise and she can submit them to Michelle Schilling for the state exam. Each member can write more than six questions if they would like.

Martin completed the Active Learning revisions before he resigned. But since we have now added time to this block, Jessica asked Dee to take this block and see if she can come up with additional material to add due to the added hours.

Other Business:

Michelle Schilling could not attend this meeting, so she asked Jessica to give her report. She stated 365 Instructors were revoked. Encourage Instructors to use their proper name and to update their student information, many of their names are not what they wish to have on their certificates. The Commission approved a medical waiver who cannot complete the 8 hour training within the 1 –year time frame with supporting documentation.

No report from Autumn Hanna for Sheriff’s Standards Division.

Jarrett McGowan’s report was in reference to ADA compliance which was covered in the first few minutes of this meeting.

Motion to adjourn Pat Brown. Dee Parton seconded. The meeting was adjourned.

Respectfully submitted on August 12, 2019

Becky Peterson

Administrative Specialist

North Carolina Justice Academy